

REQUEST FOR COUNCIL ACTION

MEETING

DATE: 2/19/03

7

AGENDA SECTION: CONSENT AGENDA	ORIGINATING DEPT: Administration	ITEM NO. D-2
ITEM DESCRIPTION: Reclassification of MCC Operations Manager Position		PREPARED BY: S. KVENVOLD

The Personnel Advisory Committee has considered the attached request to reclassify the Operations Manager position at the Mayo Civic Center and recommends the City Council's approval of the request.

COUNCIL ACTION REQUESTED:

Request a motion reclassifying the MCC Operations Manager position from RPEA Operations Support, Grade 3 to Operations Support, Grade 4.

COUNCIL ACTION: Motion by: _____ Second by: _____ to: _____

8

To: P.A.C. members

I recommend approval of this
reclassification request as proposed.
The reclassification should be
effective 4/1/03
Human Resources
City of Rochester


4/30/03

November 26, 2002

To: Stevan E. Kvenvold
City Administrator

From: Linda Gilsrud 
Human Resources

Please review the attached request for reclassification from Donna Drews, Director of the Mayo Civic Center (MCC), regarding David Silker's position, MCC Operations Manager.

Human Resources concurs with the recommendation for reclassification based on the complexity and increase in decision making, problem solving, special project oversight, leadership, and administrative responsibilities undertaken by Mr. Silker.

If the reclassification were approved, his position would move from RPEA Operations Support, Grade 3 to Operations Support, Grade 4. His present annualized salary is \$44,580 and a salary increase could be awarded, as recommended by Ms. Drews and approved by Roy Sutherland, Parks and Recreation department head. Ms. Drews might consider placing Mr. Silker at \$46,471, which is the midpoint of Operations Support, Grade 4.

Thank you for your review of this recommendation. Your concurrence will trigger the Personnel Advisory Committee's review of the recommendation.

3. Replacement of carpet in the MCC offices, Grand Ballroom, Theatre Lobby, and corridors near the Civic Center Suites.
4. Auditorium main floor repair and replacement.
5. The installation of a Sept 11th stain-glass memorial..

These projects require lots of organization and decision-making, i.e. what happens when, how will this activity affect events in the building, gathering quotes, the approval process, etc.

- ❖ David has assumed responsibility of the advance planning, set/strike and event organization of all sporting events including basketball, wrestling and volleyball tournaments, all MN Chill events (new in 2002) as well as the NCAA Women's Elite 8 Basketball Tournament and the AAU U14 Girls National Basketball Tournament. Organizing these events requires a focus on planning, prioritizing and problem solving, i.e. how do we get set for an 8 am event when the previous event runs until 11 pm the night before?
- ❖ David makes daily decisions regarding supplies, equipment, inventories, storage and depending on the season, how much is needed and when. When the North Expansion opened a year ago, David had to assess the needs of the expanded facility and adjust cleaning schedules, supply and storage demands, implement guidelines and conduct staff training on all new equipment, i.e. air walls, lighting systems, sound equipment, etc. This process is ongoing and demands
- ❖ The Rochester Police Dept has asked for increased security in and around the Center. David must organize facility security and access, the locking and unlocking of doors, the skyways, service lot access, motion detectors, alarms, and control of all loading docks, service areas and vendor deliveries. Depending on the event, security requirements can be significant and require thorough organization and monitoring.

In five years, David's role and responsibility has significantly changed and requires extraordinary planning, organizing, leadership, trouble-shooting and problem solving. Every day, David makes decisions that affect not only the general operation but also the 1400+ large and small events that occur annually.

Thank you for your consideration. Whenever needed, I am available to answer questions or discuss this reclassification.

